

WISCONSIN DEPARTMENT OF REVENUE
APPLICATION FOR LIMITED TERM EMPLOYMENT

*Applicants must be 18 years or older to apply.
Criminal background check and tax non-filer check will be conducted prior to offer of employment.*

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION. (Type or print clearly)

Name (Last, First, Middle)			
Street Address		Residence Telephone ()	Secondary Telephone ()
City	State	Zip	E-Mail Address

JOB INTEREST (Check all areas you are interested in)

<input type="checkbox"/> Laborer <input type="checkbox"/> Audit/Review (Tax Representative) <input type="checkbox"/> Revenue Tax Assistant <input type="checkbox"/> Revenue Tax Representative			
<input type="checkbox"/> Customer Service <input type="checkbox"/> Data Entry/Verification <input type="checkbox"/> Revenue Agent <input type="checkbox"/> Other			

SHIFT PREFERENCE (Check shifts you are willing to accept)

<input type="checkbox"/> Full-time (40 hours per week)	<input type="checkbox"/> Part-time (Less than 40 hours per week)	<input type="checkbox"/> Days	<input type="checkbox"/> Evenings
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SKILLS & EXPERIENCE

Typing/Keyboarding: Words per minute _____		Customer Service Skills:
Accounting / Math Describe any training, education or experience:		
Personal Computer Skills: <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> SAS <input type="checkbox"/> Other		
Other equipment you can skillfully operate:		
Other languages in which you are fluent:		

WORK EXPERIENCE – Begin with your most recent employer.

Employer	Employment Dates:	Supervisor Name & Telephone Number
Your duties:		
Employer	Employment Dates:	Supervisor Name & Telephone Number
Your duties:		

I certify that the information I provided on this application is true and complete to the best of my knowledge, and that any false, misleading, or missing job-related information may disqualify me from employment.

Date (MM/DD/YYYY)	Signature
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GENERAL INFORMATION:

Have you worked at the Department of Revenue previously? If yes, what area?	Dates worked:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently a State of Wisconsin or University of Wisconsin employee? If yes, where are you currently employed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a legal resident of Wisconsin? If you are in this country temporarily, indicate visa status_____		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any relatives currently employed by the Wisconsin Department of Revenue? If yes, please give name and employing Division:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
How did you learn of this job opportunity?			

For research and Affirmative Action/ Equal Employment Opportunity reporting only, please check the appropriate categories:

Gender:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	Birthdate_____
			<i>Must be 18 years or older to apply.</i>
Racial/Ethnicity:	<input type="checkbox"/> 1–Black (Not of Hispanic origin)	<input type="checkbox"/> 4–Hispanic	
	<input type="checkbox"/> 2–Asian or Pacific Islander	<input type="checkbox"/> 5–White (Not of Hispanic origin)	
	<input type="checkbox"/> 3–American Indian or Alaskan Native		

DISABILITY STATUS: Wisconsin defines a person with a disability as someone who: 1) has a physical or mental impairment which makes achievement unusually difficult or limits the capacity to work; 2) has a record of such impairment; or 3) is perceived as having such impairment.

☐ Check here if you wish to identify yourself as disabled for affirmative action purposes.

AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN

Return completed application to:

**Wisconsin Department of Revenue
Human Resource Office
2135 Rimrock Rd, 6-261
P.O. Box 8931
Madison, WI 53708-8931**

Or

Follow the Job Announcement Instructions